

DAFR4760**ACTIVE PROPERTY BY AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME
SELECT BY NAME**

Category: Inventory

Type: Requestable

Design: Flexible

Data Source:
Property file; descriptor tables

Purpose:

Inventory report with design flexibility for identifying assets by location.
Descriptive information of asset condition, location, and ownership.
Reports for active assets only.
Requestable by responsible name.

Totals by:

No '\$' dollar values.

Period Options:

Not used; leave blank

Frequency Options:

One-time Daily Weekly Monthly Period Quarterly Yearly

Report Generate Date:

Format: (MMDDYY)

Note: FAS has a processing schedule. The generate date must match a processing date for the report to generate.

DESIGN OPTIONS**REPORT LEVEL – PAGE BREAKS:**

AGENCY SUFFIX		LOCATION		RESPONSIBLE NAME		CLASS CODE
0	No agency suffix	0	No location	0	No names	Not used
1	Agency suffix	1	Location 1	1	Last name	
		2	Location 1 & 2	2	Last and first name	

FILTERS – REDUCE THE REPORT SIZE:Special Selection 1

Last Name
4- characters, '%', or A L L

Input required! If no filtering is requested, enter A L L.

Responsible last name values are alphanumeric with a limit of 20 characters.
The report will include records starting with the 4-characters entered.

Note: The percent (%) sign may be used as a 'wild-character' in any position within the first 4-characters of responsible last name.

Special Selection 2

First Name
4- characters, '%', or A L L

Input required! If no filtering is requested, enter A L L.

Location 2 values are alphanumeric with a limit of 20 characters.
The report will include records starting with the 4-characters entered.

Note: The percent (%) sign may be used as a 'wild-character' in any position within the first 4-characters of responsible first name.

Agency Suffix Range (ASX)

A S X
Input optional

Note: In the list below, one blank space is represented by b.

b b b b Only records with ASX of space () included.

b b x x ASX range starting with space, space and includes through xx.

x x b b ASX of xx only.

x x y y ASX range starting with xx and includes through yy.

A L L All agency suffixes (ASX).

STATIC ELEMENTS IN THE REPORT

- Property number
- Description
- Manufacturer
- License number
- Acquisition Date
- In-service date
- Ownership
- Last inventory date
- Component number
- Serial number
- Model year
- Quantity
- Comments
- Status
- Condition

SEE [DAFR4760](#) FOR AN EXAMPLE OF THIS REPORT

Making a report request

To make a report request you may:



**STARS/FAS ACCOUNTING HELPLINE
(208) 332-8827**

E-MAIL

DSAHELPLINE@SCO.STATE.ID.US

The information required making a report request include:

Report Request Options

- ⇒ Report number
- ⇒ Reporting period
- ⇒ Request frequency
- ⇒ Report levels
- ⇒ Filters

Report Distribution Options

Who the report goes to:

- ☐ Agency name
- ☐ Agency contact
- ☐ Special instructions

Where the report will print or be viewed?

How many copies?